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30 AUG 1979

MEMORANDUM FOR: Deputy Director for Administration

FROM: Harry E. Fitzwater
Director of Personnel

SUBJECT: Office of Personnel Weekly Report --
Week Ending 29 August 1979

1. Minority Recruitment: [REDACTED]

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[REDACTED], minority recruiter on detail from the Directorate of Science and Technology, hosted a luncheon in New Orleans on 16 August 1979 and another in Houston on 17 August 1979 for business, academic and political leaders in the black communities. Representatives of the black news media were also in attendance. The purpose of the meetings was to publicize job opportunities within the Agency and to solicit the assistance of influential blacks in referring qualified minority applicants to us. The discussions were spirited and the questions were good. There is clearly a significant degree of suspicion in the black community concerning the CIA; however, the meetings helped to dispel certain myths held by some participants. Several people commented that they were quite impressed by our willingness to meet and speak with them. Others were surprised to learn of the variety of occupational specialities used in CIA. Both meetings appeared to be successful in achieving our goals. (U/AIUO)

2. Records Retirement: This year's Summer Only Employees, combined with certain of our regular Insurance Branch personnel, accomplished a significant goal in retiring 1976 and 1977 records and files for retention at the [REDACTED] Records Center. This effort resulted in the forwarding of over 9000 insurance files and literally thousands of other insurance records to [REDACTED]. In their spare time, these employees also managed to re-alphabetize nearly 50,000 insurance files currently stored in the Branch's file room and have substantially restructured the file system to accommodate anticipated expansion in the coming months. (C)

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3. Sign Language: The July [] announcing the Corps of Interpreters for the Deaf generated employee interest. Three additional employees who have developed a skill in sign language volunteered their assistance; four others inquired about sign language training; and two others were inquiring about full-time employment as sign language interpreters--one for a relative and the other for a friend. (U/AIUO)

4. Military Personnel and Reserve Activities:

(a) [] met with the new JMRTC Commander and certain members of his staff to discuss active duty training tours for the Agency reservists during the next fiscal year. (U/AIUO)

[]

5. PMCD Course: We revised a course outline for the Position Management and Compensation Division Orientation Course that is tailored for component personnel officers. This course is tentatively scheduled for this fall. (U/AIUO)

6. Voluntary Investment Plan: The current unit value for the Growth Fund of the VIP is now up to \$11.49. The unit value for the Income Fund is \$16.33. (U)

7. Combined Federal Campaign: The Agency's share of the National Capital Area Combined Federal Campaign goal has been established at \$300,000. The Agency's Campaign will be conducted from 21 September 1979 until 9 November 1979. The Kick-Off Rally will be held at 2:00 p.m. on Friday, 21 September 1979 in the Auditorium with key workers from throughout the Agency in attendance. The 1979-80 Combined Federal Campaign Directorate Representative Meeting was held in the Office of Personnel Conference Room on 29 August 1979. (U)

8. Truck Fire: We have been notified by GSA that a truck belonging to Washburn Storage Company enroute to North Carolina, Missouri and Texas caught fire in North Carolina. As luck would have it, two of our employees' effects were aboard the truck as a result of moves arranged through GSA by Central Processing Branch. No estimate of the amount or extent of damage is avail-

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able at this time. One of the employees has been contacted and word left with the other's office. GSA will advise us as soon as possible as to the details of the fire. (C)

9. Suggestion Box: No suggestions were received this week. The total number of suggestions received since the program began on 15 June 1977 is 71. (U)

10. Rehired Annuitants: See attached report. (A/IUO)

COMING EVENTS

(1) The Office of Security will conduct a physical security inspection of the [] Recruitment Office on 18 September 1979. (U/AIUO)

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(2) [] of the Policy Staff continued to study background material in preparation for the first meeting of the task force on Selection Guidelines scheduled for 6 September. (U/AIUO)

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for
Harry E. Fitzwater

Att

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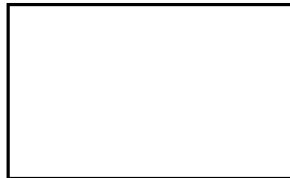
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WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT
ACTIVITIES FOR THE AGENCY (22 to 28 August 1979)

The following rehired civilian annuitant cases were processed
as new hires:

DDA

STATINTL



Independent Contractor,
OP, effective 23 August
1979

Independent Contractor,
OS, effective 10 August
1979